



भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड Railway Board  
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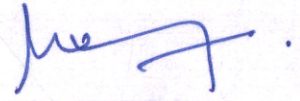
**Office Order No. 31 of 2024**

**Sub : Marking of attendance through Aadhar Enabled Biometric Attendance System (AEBAS) in Board's Office.**

Aadhar Enabled Biometric Attendance System (AEBAS) was enabled for registering Attendance with a view to ensuring and effectively monitoring attendance and punctuality of all its officials as a means to efficient transaction of the office works. In this regard, instructions have been issued from time to time and the last issued vide Board's Office Order No. 30 of 2024.

2. Now, DoP&T has issued instructions vide its O.M. No. 11013/13/2023-Pers. Policy-A.III dated 15.06.2024 (copy enclosed) to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality.
3. As such, those officials, who have not registered themselves in Aadhar Enabled Biometric Attendance System (AEBAS), may please register in AEBAS immediately through the link: <https://indianrailways.attendance.gov.in/register/myemp> for marking of attendance. The detailed procedure for registration is available at e-office Home page under Notice Board – Creation of Attendance ID and User registration in AEBAS. All Officers and staff who joined Board's Office and already registered in AEBAS in previous department may please get their AEBAS data transferred to Railway Board.
4. All heads of Directorate of Railway Board may please ensure the implementation of the DoP&T's instructions and strict compliance to it.

No. 2024/O&M/9/1  
Dated:- 20.06.2024

  
(T. Srinivas)  
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All Officers/Branches in Board's Office, COFMOW and Dayabasti, New Delhi.

CRB&CEO, MF, MI, M/O&BD, M/TRS

Secretary/RB, All AMs, PEDs, ED/C&IS

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भारत सरकार/ GOVERNMENT OF INDIA  
रेल मंत्रालय/ MINISTRY OF RAILWAYS  
(रेलवे बोर्ड/ RAILWAY BOARD)

2024 का कार्यालय आदेश सं. 31

**विषय: बोर्ड कार्यालय में आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (आईबीएस) द्वारा  
उपस्थिति दर्ज करना।**

कार्यालय संबंधी कार्यों के कुशल निष्पादन के साधन के रूप में अपने सभी अधिकारियों की उपस्थिति और समयपालन की प्रभावी निगरानी सुनिश्चित करने की दृष्टि से उपस्थिति दर्ज करने के लिए आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली (आईबीएस) को संस्थापित किया गया था। इस संबंध में समय-समय पर अनुदेश जारी किए गए हैं और पिछले अनुदेश 2024 के कार्यालय आदेश सं. 30 के अंतर्गत जारी किए गए थे।

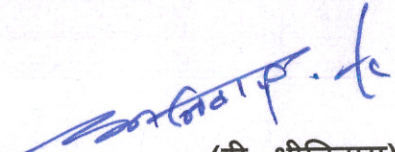
2. अब, कार्मिक एवं प्रशिक्षण विभाग द्वारा उनके दिनांक 15.06.2024 के कार्यालय ज्ञापन संख्या 11013/13/2023-पर्स पॉलिसी-ए.III (प्रतिलिपि संलग्न) के माध्यम से आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली के सख्त कार्यान्वयन को सुनिश्चित करने और समय की पाबंदी सुनिश्चित करने हेतु दर्ज की गई उपस्थिति की समय-समय पर निगरानी करने के अनुदेश जारी किए गए हैं।

3. इसलिए वे सभी अधिकारी, जिन्होंने आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में स्वयं का पंजीकरण नहीं किया है, उपस्थिति दर्ज करने के लिए <https://indianrailways.attendance.gov.in/register/myemp> लिंक द्वारा आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में तुरंत पंजीकृत करें। पंजीकरण करने हेतु विस्तृत प्रक्रिया ई-ऑफिस होम पेज पर नोटिस बोर्ड-उपस्थिति आईडी का सृजन और आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में उपयोगकर्ता पंजीकरण के अंतर्गत उपलब्ध है। सभी अधिकारी एवं कर्मचारी जिन्होंने बोर्ड कार्यालय में कार्यग्रहण किया और पहले से ही पिछले विभाग में आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली में पंजीकृत हैं, वे अपने आधार सक्षम बायोमेट्रिक उपस्थिति प्रणाली डाटा रेलवे बोर्ड में अंतरण सुनिश्चित करें।

4. कृपया रेलवे बोर्ड के सभी निदेशालयों के विभागाध्यक्ष, कार्मिक एवं प्रशिक्षण विभाग के अनुदेशों का कार्यान्वयन और इनका कड़ाई से अनुपालन सुनिश्चित करें।

सं. 2024/ओएंडएम/9/1

दिनांक: 20.06.2024

  
(टी. श्रीनिवास)

संयुक्त सचिव/रेलवे बोर्ड

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टेलीफोन नं. 011-47845551

बोर्ड कार्यालय, कॉफमो और दयाबस्ती, नई दिल्ली के सभी अधिकारी और शाखाएं।

अध्यक्ष एवं मुख्य कार्यकारी अधिकारी, रेलवे बोर्ड, सदस्य वित्त, सदस्य अवसंरचना, सदस्य/परिचालन एवं व्यवसाय विकास, सदस्य/कर्षण एवं चल स्टॉक

सचिव/रेलवे बोर्ड, सभी अपर सदस्य, प्रधान कार्यपालक निदेशक, कार्यपालक निदेशक/सी एंड आईएस प्रतिलिपि प्रेषित: कार्यपालक निदेशक जन शिकायत/रेल मंत्री



F. No.11013/13/2023-Pers. Policy-A.III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
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North Block, New Delhi  
Dated 15<sup>th</sup> June, 2024

**OFFICE MEMORANDUM**

**Subject: Instructions regarding implementation of Aadhar Enable Biometric Attendance System (AEBAS) for attendance of all Government employees, by various Ministries/Departments/Organizations (MDOs)**

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Instructions have been issued by this Department from time to time for observing punctuality by the Government employees. Responsibility for ensuring punctuality in respect of their employees rests with the concerned Ministry/ Department/ Organization (MDO). In this regard, instructions on implementation of Aadhar Enabled Biometric Attendance System (AEBAS) by Ministries/Departments/Organizations (MDOs) have also been issued from time to time. In its instructions issued by this Department vide OM of even number dated 23<sup>rd</sup> June, 2023, all the MDOs were, *inter alia*, advised to ensure strict implementation of AEBAS and periodically monitor the marking of attendance to ensure punctuality. However, it has been observed that despite clear instructions, several employees are not registering their attendance in Biometric Attendance System (BAS) and some of the employees have been coming late on a regular basis.

2. The matter of strict implementation of AEBAS has recently been reviewed and taking a serious note of the laxity in implementation of AEBAS, it is hereby reiterated that all MDOs will regularly monitor the attendance reports of their employees after downloading the same from the portal (**attendance.gov.in**). The MDOs will also ensure the following:

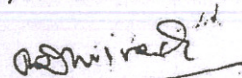
- a. All employees mark their attendance using AEBAS without fail. This will ensure that there will be no discrepancy between 'registered' and 'active' employee on AEBAS.
- b. In case any employee is not registered over AEBAS, immediate steps should be taken to register his/her biometric data on BAS portal; MDOs may also reconcile the data of registered employees on AEBAS with the employee data on other portals such as eHRMS portal/PFMS portal and the list of employees maintained by the Department.
- c. In respect of Divyaang employees, MDOs will make appropriate arrangements for providing convenient and easily accessible machines for capturing biometrics through suitable alternative modes.
- d. HODs of the MDOs shall sensitize their employees to adhere to the instructions relating to office hours, late attendance etc. They would download the consolidated report from the portal on a regular basis and identify the defaulters. Habitual late attendance and early leaving of office should be viewed seriously and be essentially discouraged. Strict action against the defaulters may be initiated under the extant GOI rules.
- e. MDOs shall ensure that the biometric machines remain functional at all times.



3. Besides above, it may be noted that UIDAI has now rolled out face-based authentication applications using **Android/iOS based phones**. The face Authentication offers robust features like faster authentication, live location detection, geo-tagging, etc. The Nodal Officer of respective MDO shall configure personal mobile policy in attendance portal for the employees of their Organizations and get the geo-coordinates fed into the entry locations of the office. The minimum OS requirements for smart phones would be OS 9.0 or above for Android smartphones and OS 14.0 or above for iOS smartphones. NIC officers and staff of the respective MDOs will facilitate registration of their Departmental employees on such iOS/android applications.

4. It may kindly be noted that BAS is only an enabling platform and there is no change in the punctuality instructions relating to Office Hours, late attendance etc. which will continue to apply. As per extant instructions contained in DOPT OM No. 28034/8/75-Estt(A) dated 04.07.1975; DOPT OM No. 28034/10/75-Estt(A) dated 27.08.1975 and DOPT OM No. 28034/3/82-Ests(A) dated 05.03.1982, half-a-day's Casual Leave (CL) should be debited for each day of late attendance, but late attendance upto an hour, on not more than two occasions in a month, and for justifiable reasons may be condoned by the competent authority. In addition to debiting Casual Leave (or Earned Leave, when no CL is available), disciplinary action may also be initiated against Government servants coming to office habitually late as it amounts to 'misconduct' under the CCS(Conduct) Rules, 1964. Early leaving is also to be treated in the same manner as late coming. The data relating to punctuality and attendance of an employee should also be taken into account, while considering him/her for important assignments, trainings, deputations and transfers/postings.

5. Secretaries of the Ministries/Departments etc. are, therefore, requested to kindly bring the contents of these instructions to the notice of their employees and put in place a robust monitoring mechanism to ensure complete compliance by the employees and initiate suitable action against the defaulting employees.



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To,

All Secretaries of Ministries/Departments (As per standard list)